

SAMPLE SAMPLE SAMPLE Appeal Summary

Appellant:
Address:
Telephone #:

Household Members	Birthdate	Relationship
None		

Appellant's Complaint:
(See attachment)

Agency Action:
Terminated Child Care Provider Agreement

Basis for Agency Action:

- 2-13-98 30 day termination notice sent effective 3-16-98 per section 9 of the Provider Agreement.
- 2-14-98 Provider called wishing explanation for termination. Provider was told section 9 of the Provider Agreement. Worker briefly explained section 9 clause on Provider Agreement signed by provider.
- 2-17-98 Provider in the office wishing to discuss termination of Provider Agreement. Provider was told same information as 2-14-98. Provider was given Request for Fair Hearing papers.

Manual References:
KEESM 10260 (13)
ES-1641 Section 9

Attachments:
Request for Fair Hearing AH-1105
SRS Provider Agreement ES-1641
Child Care Home Provider Enrollment Form CC-1603

EES Supervisor: _____
PC 1: _____
Date: _____